DoD FIREFIGHTER PROGRAM
REUTLIZATION
GUIDE

Scheduled Implementation Date: 22 March 2006

This guide is for Defense Reutilization and Marketing Service (DRMS) Reutilization Firefighter Program (FP) Customers using DRMS as a source of supply, as well as, DRMO personnel working in Reutilization and Receiving (for returned DEMIL items).

AUTHORITY - 10 U.S.C. 2576b, authorizes the Forest Service to manage the DoD firefighting property transfers.

INTERAGENCY AGREEMENT has been entered into by and between the United States Department of Agriculture (USDA) Forest Service, Fire and Aviation Management, Washington Office and the Department of Defense (DoD) under the authority of the Economy Act, 31 U.S.C 1535.

DRMS Shall:

1. The Defense Reutilization and Marketing Service will provide visibility of DoD excess property through a Firefighter Program Web Application, which requires a USER ID and PASSWORD.
2. Process Firefighter Program requisitions in a timely manner
3. Track and report on program's progress
4. Pull MILSTRIPs for automated requests and process to include walk-in requests

The USDA Forest Serve Shall:

1. Provide a list of State Forest Service personnel authorized to screen for excess property
2. Provide a list of Forest Service personnel authorized to approve requests
3. Establish controls necessary to account for, manage, use, and dispose of property, which may be further assigned by the STATE to other local cooperators or users in accordance with applicable guidelines.
4. Return DEMIL required property to the nearest DRMO when items are no longer needed.

What you need to know before getting started:

o DoD FP Customers may screen and order during the Accumulation, DoD, and RTD 2 day cycles, as well as, during the Expedited Processing Excess Screening period.
o (Note: USDA FS pre-determined which Federal Supply Classes can be screen and requisitioned (ordered) by FP customers.
    ▪ Federal Supply Codes list are loaded in the DoDAAC Validation Table.
    ▪ Primary DoDAAC is: **H9FD01**
        USDA FORESTRY SERVICE
        1400 INDEPENDENCE AVENUE SW
   WASHINGTON DC 20250

- Each State FS has been provided a unique **Supplementary Activity Address Code (AAC)** (The PMO has the list of Supplementary Addresses)

ALL - SEE SECTION II STEP 6 FOR WALK-IN SCREENING PROCESSING on PAGE 20

**FIREFIGHTER PROGRAM STEP BY STEP PROCEDURES:**
(NOTE: Screen Prints were pulled from the Test Application)

**Step 1** – Firefighter Program (FP) Application is accessed through the DRMS Web Site. The path to the application starts from the DRMS home page at http://www.drms.dla.mil/
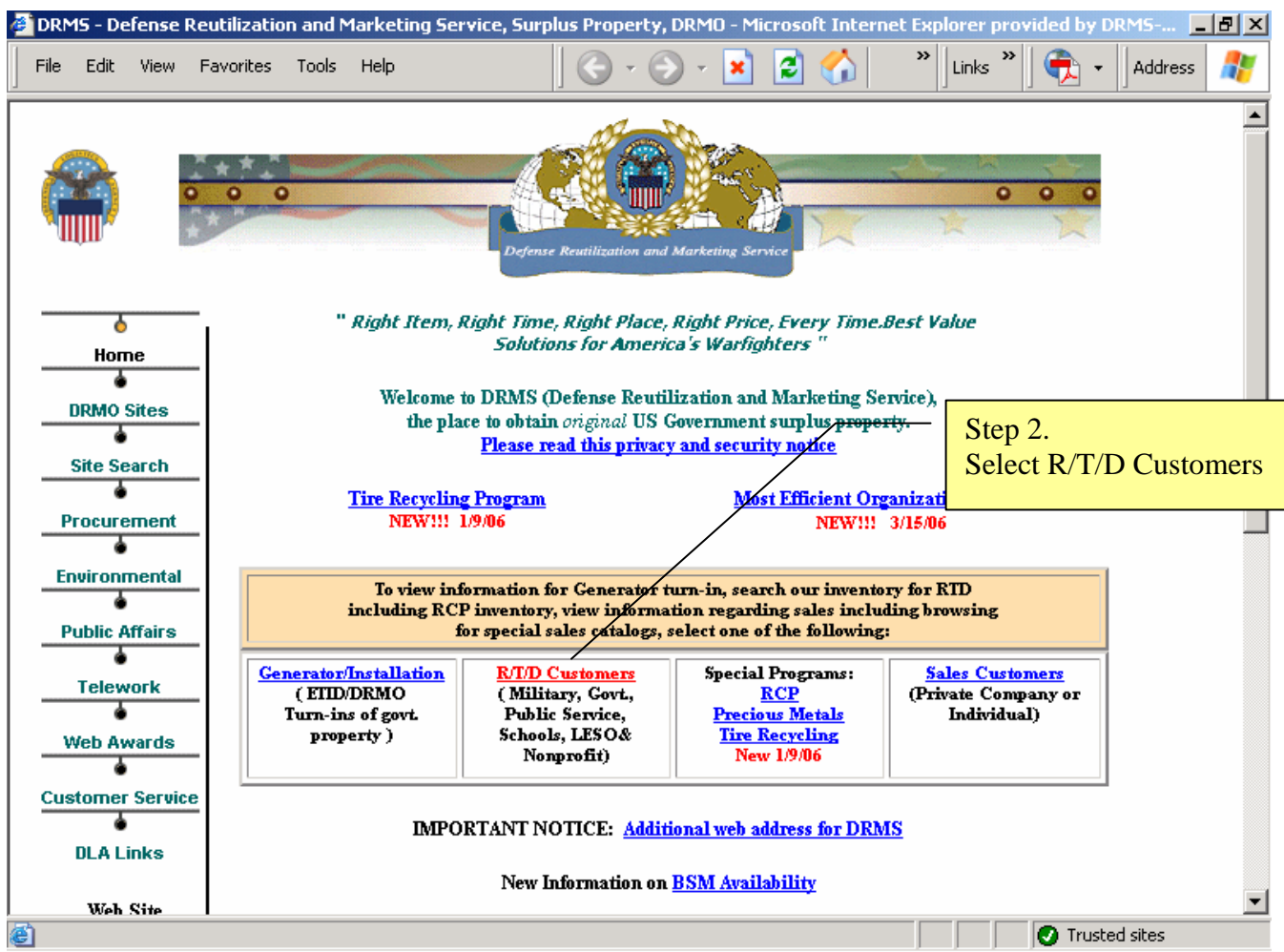
Step 2. The user selects "I am a Military, Government, Nonprofit, or Public Service Agency (Reutilization/Transfer/Donation Customers)."

Step 3. This displays the starting R/T/D page. Along the left border under Reutilization heading is a choice for "Misc Programs". Selecting "Misc Programs" will provide the user to the Firefighter Program Application option.
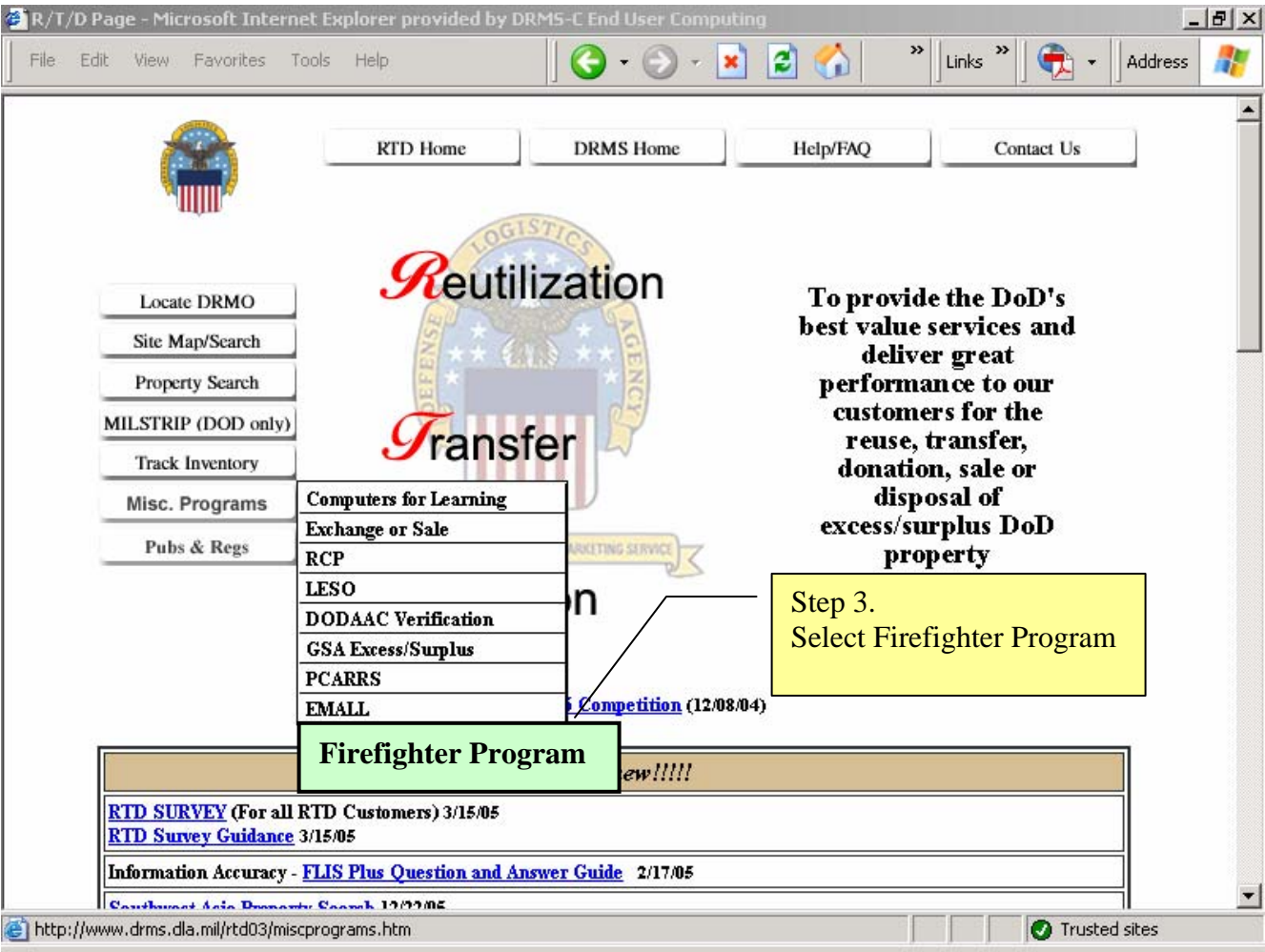
Step 4. The "Firefighter Program Application" page is the starting point for the application. There are three choices for selection on this page:

- o Level 1 – Firefighter State Screener and the FEPP Manager
- o Level 2 – Property Management Office (Regional)
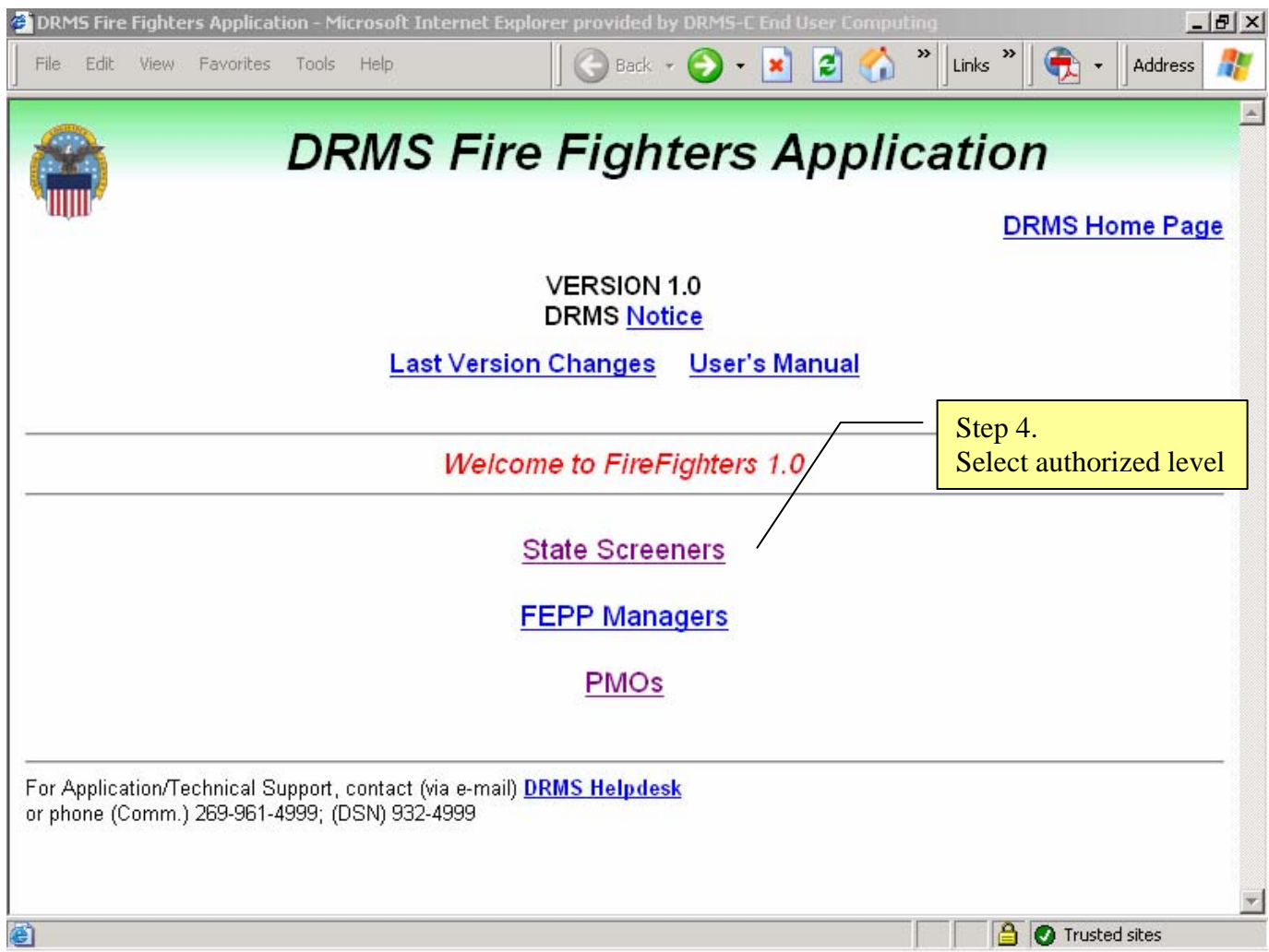
Selecting one of the three options will prompt the Login Box

Step 5 – Enter your USER ID/PASSWORD
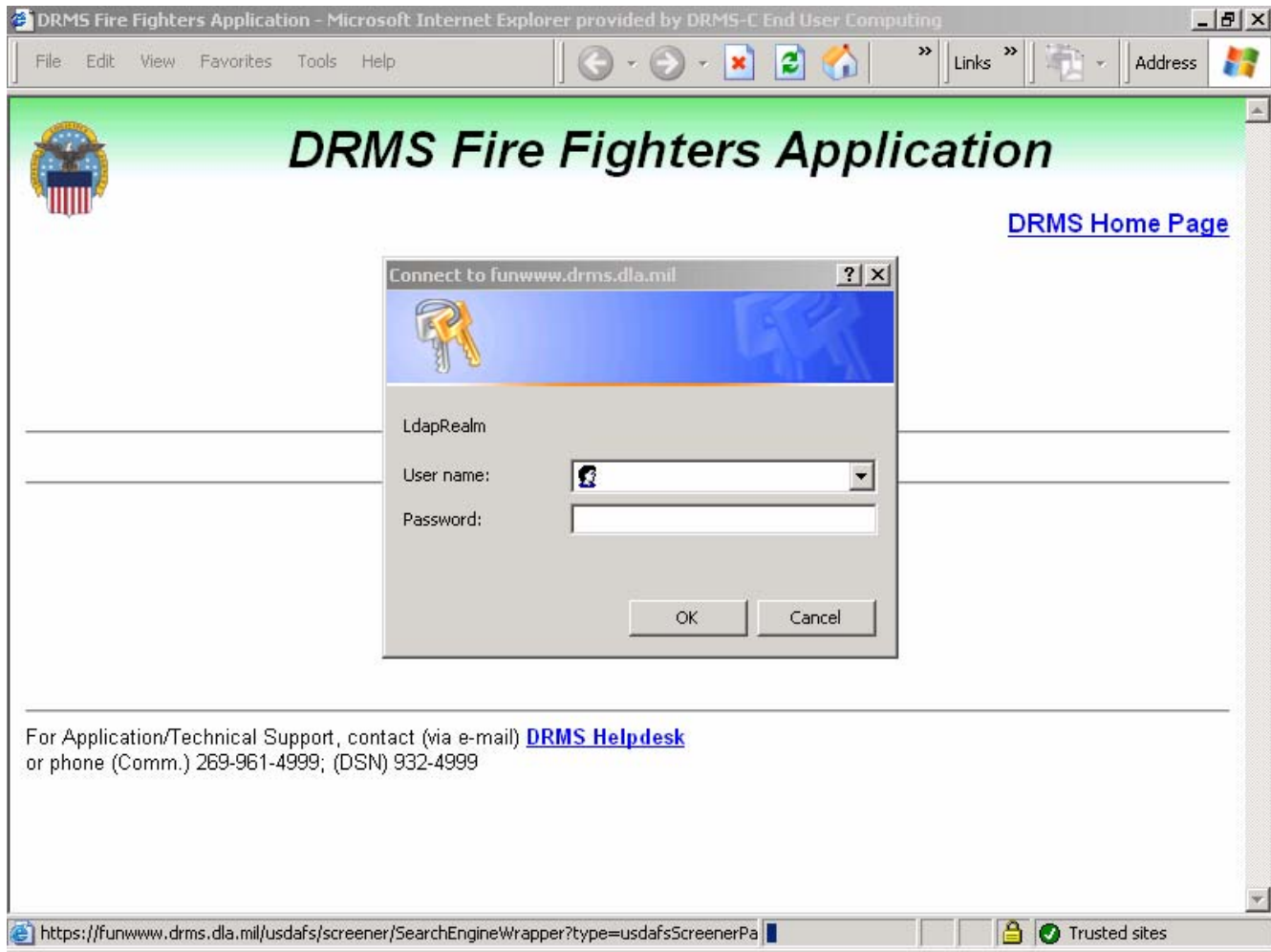
If you do not know your USER ID/Password contact your State FEPP Manager.

The password can be set by the State FEPP Managers using the DRMS function at DRMS Password Function for the Production System.

SECTION I - STATE SCREENERS
STEP 1 - Screeners may Query the Firefighter Application for available assets

Fire Fighters Screeners Start Page - Microsoft Internet Explorer provided by DRMS-C End User Computing

File   Edit   View   Favorites   Tools   Help   Back   »   Links   »   Address

DRMS Fire Fighters Application

Screeners Start Page

Welcome Carol Fix.

Welcome to FireFighters 1.0

Hello Screener!

Request items   Modify/Resubmit Requested Items

Section I – Step1
Select: Request Items

24 Hour Status:

No action in the last 24 hours.

Get History of Requested Items
Enter any of the following

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Step 2.
The Screener is provided several query options: FSG, FSC, NIIN, Item Disposal Turn-In-Document Number (DTID), Nomenclature, Condition Code, etc.

Hit SUBMIT Search

Step 3 – SCREENER - GET RESULTS and ORDER (MILSTRIP)

Step 7a – Detailed information about an item is available by clicking on the Item Name.

Step 7b – The Screener may add items to a Shopping Cart by clicking on the "Add" option to the left of the Item Name. Note: the Screener may continue with new searches and continue to add to the same Shopping Cart.

Fire Fighters - DRMS PROPERTY SEARCH - Microsoft Internet Explorer provided by DRMS-C End User Computing

File   Edit   View   Favorites   Tools   Help   Back   ▾   ▾   Links   ▾   Address

Fire Fighters Requisition Page   Help

Shopping Cart
Your shopping cart is empty.

Reload

Search Results
for Name includes "truck"
State = MI
Page # 1
Show Cart

Reload   New Search   Revise Search   State Screeners Page

Item Name	Qty avail	Condition Code	Acquisition Value	DRMO Name	DRMO State	DISPOSAL TURN-IN DOCUMENT
Add TRUCK,CARGO	1	HX	$19,257.00	SELFRIDGE	MI	FE622260610523
Add TRUCK,CARGO	1	HX	$27,290.00	SELFRIDGE	MI	FE622260610527
Add TRUCK,CARGO	1	HX	$27,290.00	SELFRIDGE	MI	FE622260610517
Add TRUCK,CARGO	1	HX	$46,750.00	SELFRIDGE	MI	W81TKG60448000A
Add TRUCK,VAN	1	HX	$104,733.00	SELFRIDGE	MI	W80X7152790041A
Add TRUCK,WRECKER	1	HX	$152,340.00	SELFRIDGE	MI	W80X7152700020A

6 items found.

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Step 3a – Detailed information about an item is available by clicking on the Item Name.

Fire Fighters - DRMS PROPERTY SEARCH - Microsoft Internet Explorer provided by DRMS-C End User Computing

File   Edit   View   Favorites   Tools   Help   Links   Address

Fire Fighters Requisition Page   Help

State = MI
Page # 1
Show Cart

Reload   New Search   Revise Search   State Screeners Page

Fire Fighters Item Detail for DTID: FE622260610523

Show Cart   Add to Cart

Item Name	TRUCK,CARGO
DRMO Name	SELFRIDGE
DRMO State	MI
DTID	FE622260610523
NSN	2320014356143
Qty Available	1
Qty on Hand	1
Original Price	$19,257.00
Unit of Issue	EA
Record Status Code	L
Cycle	DOD
Supply Condition	

	Item Name	Qty avail	Condition Code	Acquisition Value	DRMO Name	DRMO Stat
Add	TRUCK,CARGO	1	HX	$19,257.00	SELFRIDGE	MI
Add	TRUCK,CARGO	1	HX	$27,290.00	SELFRIDGE	MI
Add	TRUCK,CARGO	1	HX	$27,290.00	SELFRIDGE	MI
Add	TRUCK,CARGO	1	HX			
Add	TRUCK,WRECKER	1	HX			

5 items found.

Step3a.
Selecting the Item Name results in a Detail Item description (to the left)

Reload   New Search   Revise Search   State Screeners Page

Trusted sites

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Step 3b. The Screener may add items to a Shopping Cart by clicking on the "Add" option to the left of the Item Name. Note: the Screener may continue with new searches and continue to add to the same Shopping Cart.

Fire Fighters Requisition Page

Help

Shopping Cart
Reload

State = MI
Page # 1
Show Cart

Reload   New Search   Revise Search   State Screeners Page

Qty	Qty Avail	Product Name
1	1	TRUCK,CARGO Del

Save Changes   Reset

Checkout

Clear Shopping Cart

Item Name ▲▼	Qty avail ▲▼	Condition Code ▲▼	Acquisition Value ▲▼	DRMO Name ▲▼	DRi Stat ▲▼
Add TRUCK,CARGO	1	HX	$19,257.00	SELFRIDGE	MI
Add TRUCK,CARGO	1	HX	$27,290.00	SELFRIDGE	MI
Add TRUCK,CARGO	1	HX	$27,290.00	SELFRIDGE	MI
Add TRUCK,CARGO	1	HX	$46,750.00	SELFRIDGE	MI
Add TRUCK,WRECKER	1	HX	$152,340.00	SELFRIDGE	MI

5 items found.

Reload   New Search   Revise Search   State Screeners Page

Trusted sites

You can do additional searches.

Fire Fighters Requisition Page

Help

Shopping Cart
Reload

Search Results
for Name includes "hose"
State = MI
Page # 1
Show Cart

Reload   New Search   Revise Search   State Screeners Page

Qty	Qty Avail	Produc
1	1	TRUCI

Save Changes
Reset

Checkout

Clear Shopping Cart

Item Name ▲▼	Qty avail ▲▼	Condition Code ▲▼	Acquisition Value ▲▼	DRMO Name ▲▼	DRMO State ▲▼	DISPOSAL TURN-IN DOCUMENT ▲▼
Add FIRE HOSE 5 INCH	1	F7	$200.00	SELFRIDGE	MI	W56HZX60582445

1 items found.

Reload   New Search   Revise Search   State Screeners Page

Trusted sites

Step 3b Continued.
Adding items to the Shopping Cart will appear to the left.
The Screener may reset, clear, or checkout of the shopping cart at anytime.

Step 3b Continued – The following page appears when you Checkout

Step 4 (Final) – The SCREENER will receive a Submitted Requisition notice.

This does not mean the Screener automatically will receive the lines requested. First, the FEPP Manager must approve your request and second, you are completing with other DoD customer for the same items.

Remember: the Screener may modify his/her request after it has been submitted

SECTION II - Step 1 – FEPP MANAGERS
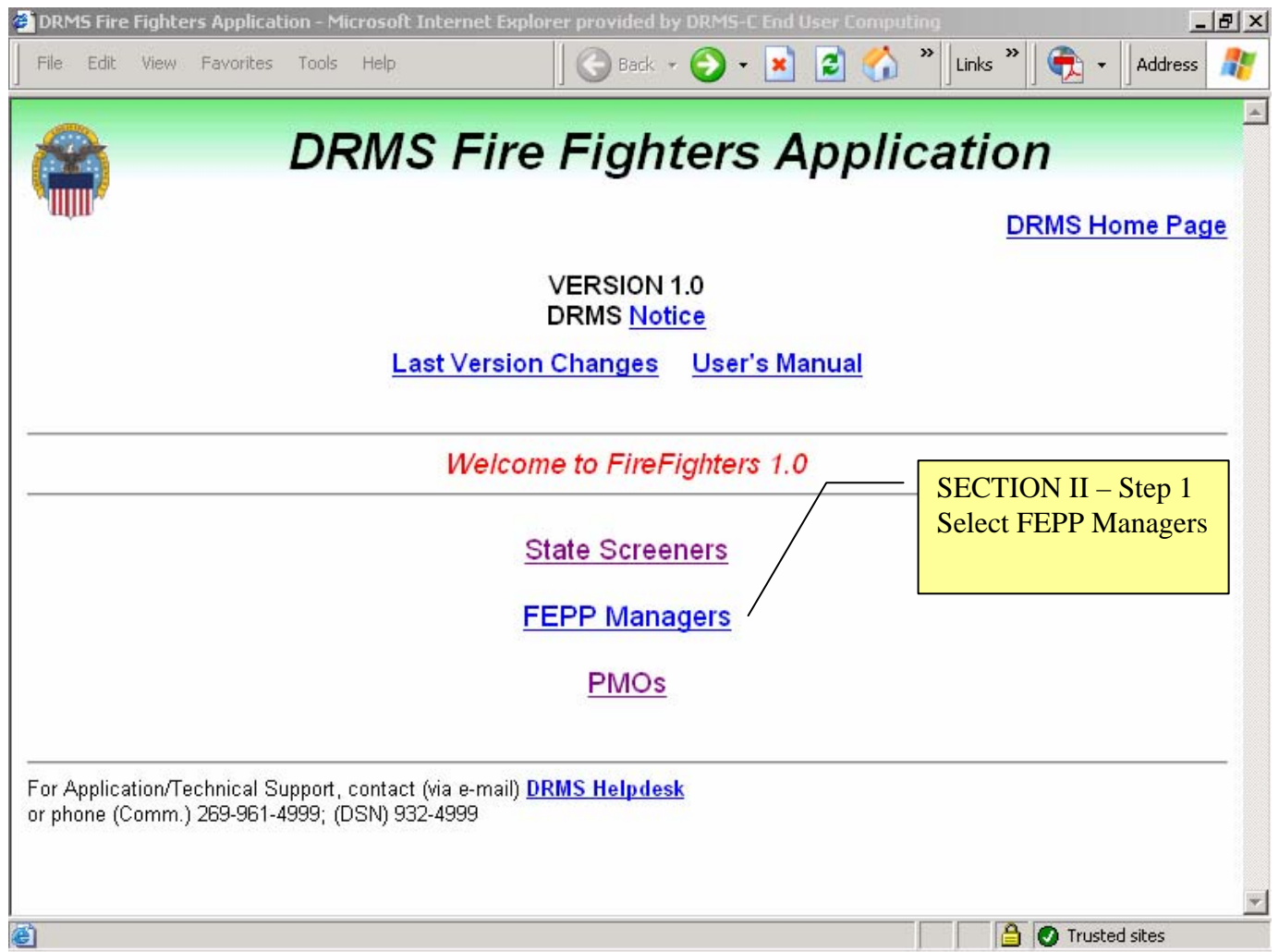
The FEPP Manager will be required to Login (USER ID/Password)

Step 2. If there are items to approve the screen will indicate how many requests are waiting the FEPP Managers review and approval. In this case there is one request.
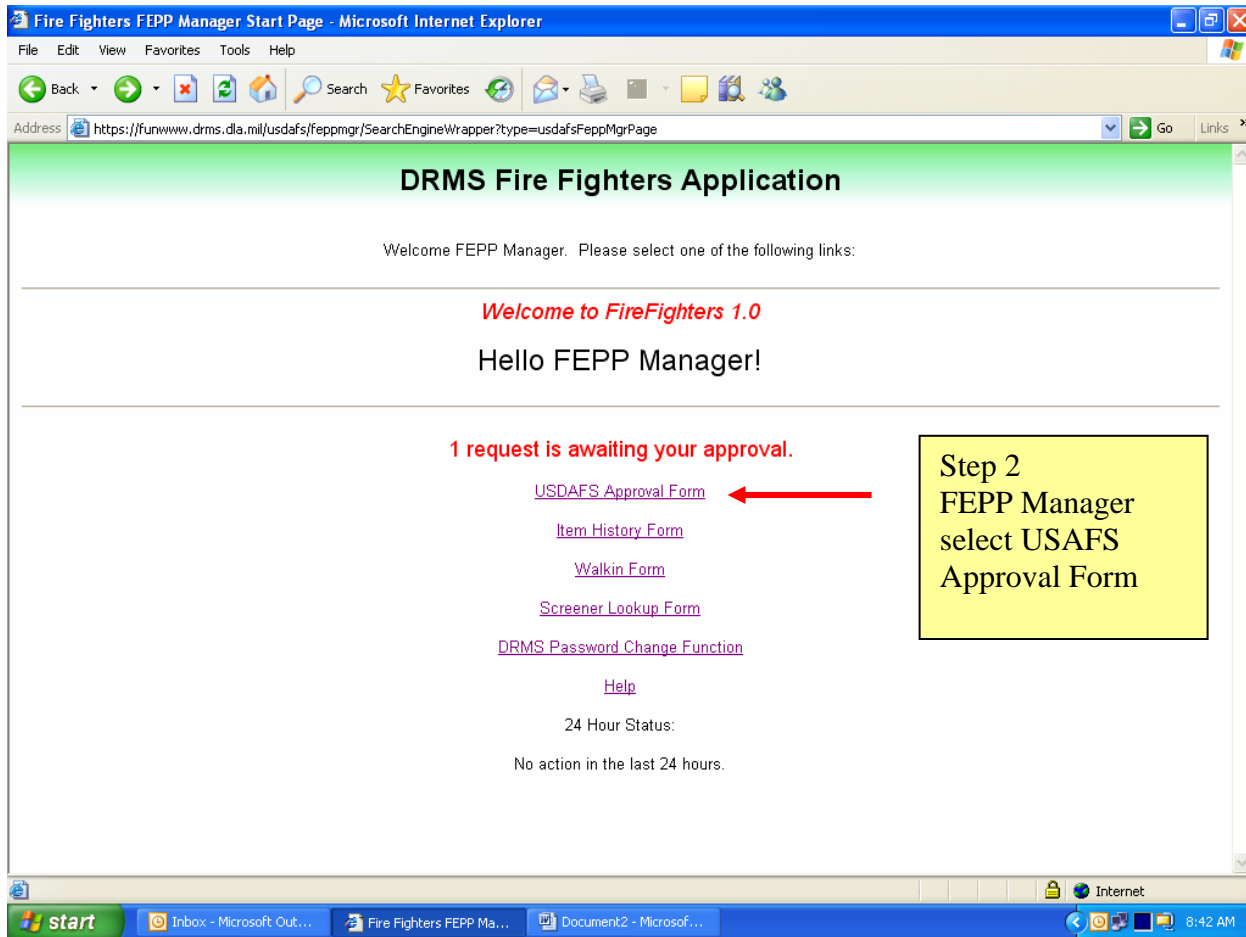
Step 3. The FEPP Manager must Approve or Disapprove the Screeners' requests

THE FEPP MANAGER WILL GET THIS MESSAGE WHEN REQUEST IS APPROVED:

Step 3 a. continued – The FEPP Manager may DISAPPROVE

THE FEPP MANAGER WILL GET THIS MESSAGE WHEN REQUEST IS DISAPPROVED:

Step 4 – Select **Item History Form** from FEPP Managers Main Page (Enter pertinent data)

RESULTS for Dates: 03/14/2006 to 03/15/2006

Step 5 – The FEPP Manager is provided additional search options under the Screen ID or Pick from List. Click on the drop down arrow.

Historical data can be requested on any of the topics below. Don't forget to add a date range.

EXAMPLE: REQUEST APPROVED BY FEPP MANAGER

Fire Fighters History

Results for Starting date = 03/01/06 and Ending date = 03/17/06 and Last Item Action = "Request approved by FEPP Manager."

19 items found.

Sequence	State	Screener Id	Product Name	DTID	Quantity	Trans Date	DRMO Name	Action	User Id	Comments
138	MI	130	BOOTS COMBAT	W58DMS60460156	1	03/14/2006 12:43:31	RILEY	Request submitted by Screener.	YF0130	need boots for firemen
					1	03/16/2006 11:53:13		Request approved by FEPP Manager.	TUSER	
139	MI	130	ANTENNA	Z3755060390020	5	03/14/2006 12:43:31	GREAT LAKES	Request submitted by Screener.	YF0130	need attenna for our truck
					1	03/15/2006 13:25:09		Request modified by Screener.		only need 1 of these and requested 5.
					1	03/16/2006 11:53:13		Request approved by FEPP Manager.	TUSER	
140	MI	130	BATTERY,STORAGE	N001646059PH13	2	03/14/2006	CRANE	Request	YF0130	need

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EXAMPLE: REQUEST REJECTED BY FEPP MANAGER

Fire Fighters History

Results for Starting date = 03/15/06 and Ending date = 03/17/06 and Last Item Action = "Request rejected by FEPP Manager."

1 item found.

Sequence	State	Screener Id	Product Name	DTID	Quantity	Trans Date	DRMO Name	Action	User Id	Comments
235	AR	18	TRUCK TRACTOR	W57LVB60670001A	1	03/17/2006 09:49:42	DULUTH	Request submitted by Screener.	YF0018	
					1	03/17/2006 09:52:37		Request rejected by FEPP Manager.	RPOGUE	truck is not needed

Back to History Page   Back to Start Page

EXAMPLE: Walk-in request submitted by FEPP Manager

Fire Fighters History

Results for Last Item Action = "Walk-in request submitted by FEPP Manager."

2 items found.

Sequence	State	Screener Id	Product Name	DTID	Quantity	Trans Date	DRMO Name	Action	User Id	Comments
223	AR	18	TRUCK,CARGO	W81L6Y60130084A	1	03/15/2006 13:57:22	OKLAHOMA CITY	Walk-in request submitted by FEPP Manager.	YF0018	Walkin request inserted for DTID:W81L6Y60130084A
					1	03/15/2006 13:57:22		Walk-in request submitted by FEPP Manager.	YF0018	Walkin request inserted for DTID:W81L6Y60130084A
224	AR	18	TRUCK,CARGO	W81L6Y60130084A	1	03/15/2006 13:57:51	OKLAHOMA CITY	Walk-in request submitted by FEPP Manager.	YF0018	Walkin request inserted for DTID:W81L6Y60130084A
					1	03/15/2006 13:57:51		Walk-in request submitted by FEPP Manager.	YF0018	Walkin request inserted for DTID:W81L6Y60130084A

Step 6. Walk-in Customer Form is used for those customers who walk into a DRMO to screen or pickup and notice another item available for their reuse.

   i. DRMO Walk-in Customer Process.
      1. **Screener** contacts the FEPP Manager
         a. Provide DTID and Quantity requested if the items has been posted in DAISY and the Fire Fighter Program Web Site
      2. **FEPP Manager** enter pertinent data and contacts the Region PMO
      3. The **Region PMO** will:
         a. Go to the DRMS Fire Fighter Program Web site
         b. Enter DTID and other information abut the item if required and submit
            i. A requisition number will be created based upon the Supplementary DoDAAC provided
         c. This will generate a PDF File for the DRMO on the RTD Reports page
      4. **DRMO personnel** will pull up the File on the DRMS Intranet under Reports/Statistics/RTD and printout the DD Form 1348-1A

Step 6a. Continued - FEPP Manager clicks on Walk-in Form

THIS SCREEN WILL APPEAR IF THE DTID IS ON RECORD AND CAN BE REQUISITIONED.

THE PMO and DRMO PROCESSING FOR <u>WALK-INS</u> WILL BE COVERED IN SECTION III STEP3 (PMO) AND SECTION IV #2 (DRMO)

Step 7 FEPP Manager Final.

SECTION III – PMO Functions (Step1)
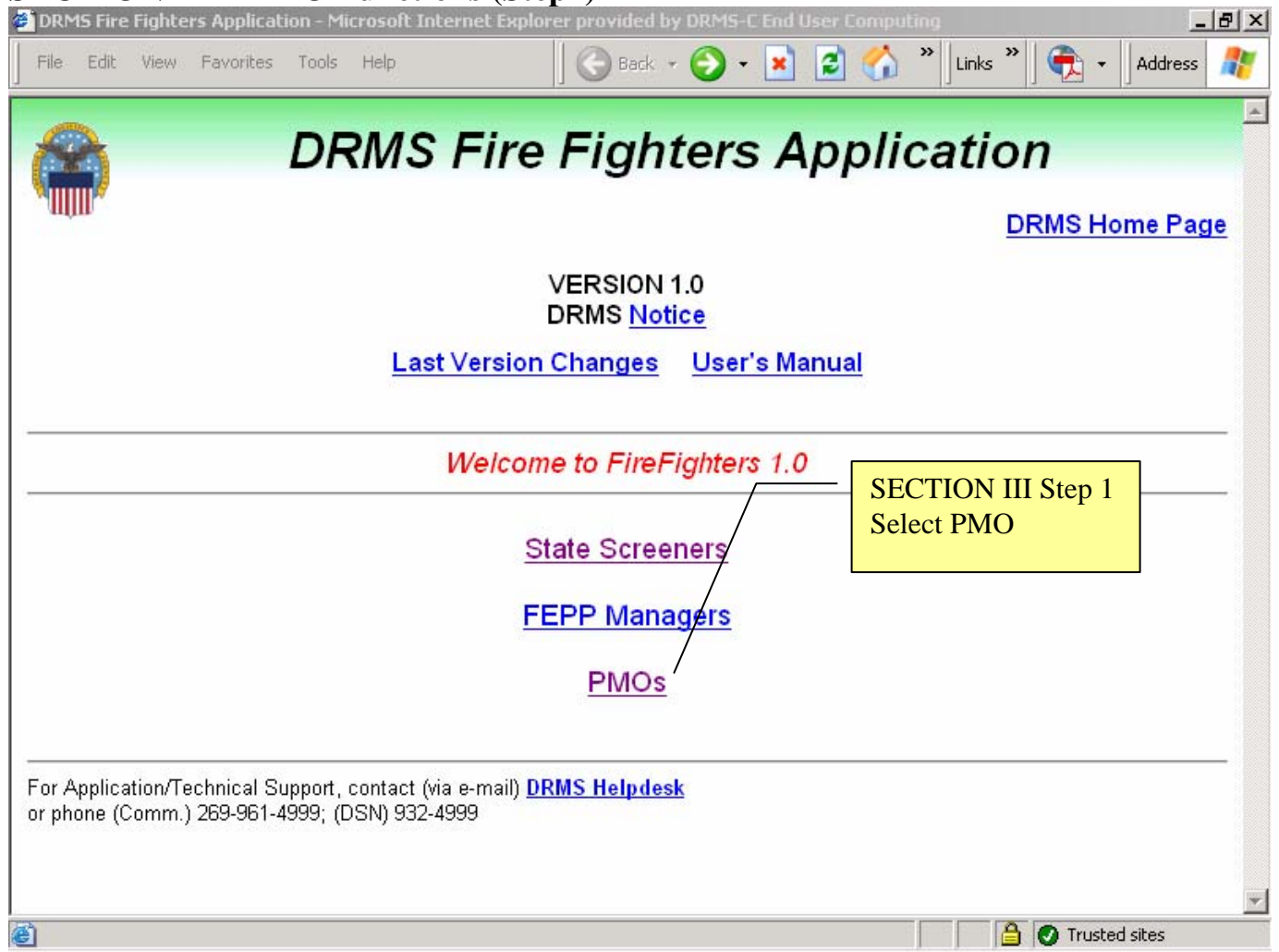
The FEPP Manager will be required to Login (USER ID/Password)

Step 2 – the PMO has the final say in "who gets what". The PMO must approve or disapprove items; has the ability to review historical data; may edit users; and may also change/reset Passwords.
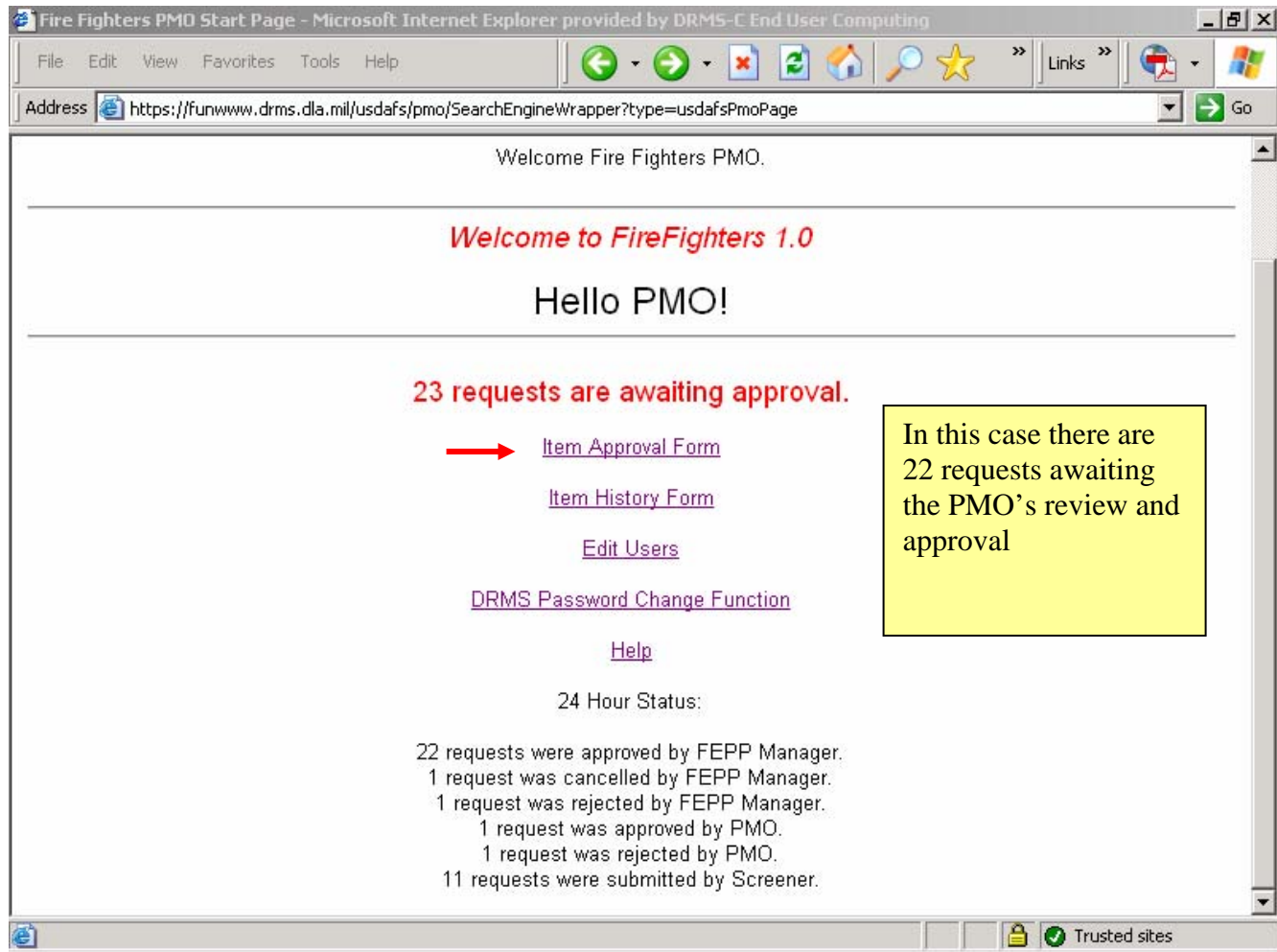
Note: the PMO must review and approve request daily (M-F excluding Federal Holidays) or risk losing the items to other DoD customers and to prevent items from rolling to GSA Cycle or to DRMS Sales.

Step 3. PMO ITEM Approval Form   (list of FEPP approvals awaiting PMO approval)
Note: Because the Screen Prints were from the Test Application, all requests show up as walk-ins.

BY SELECTING DEASSIGN, THE PMO MAY REASSIGN THE LINE

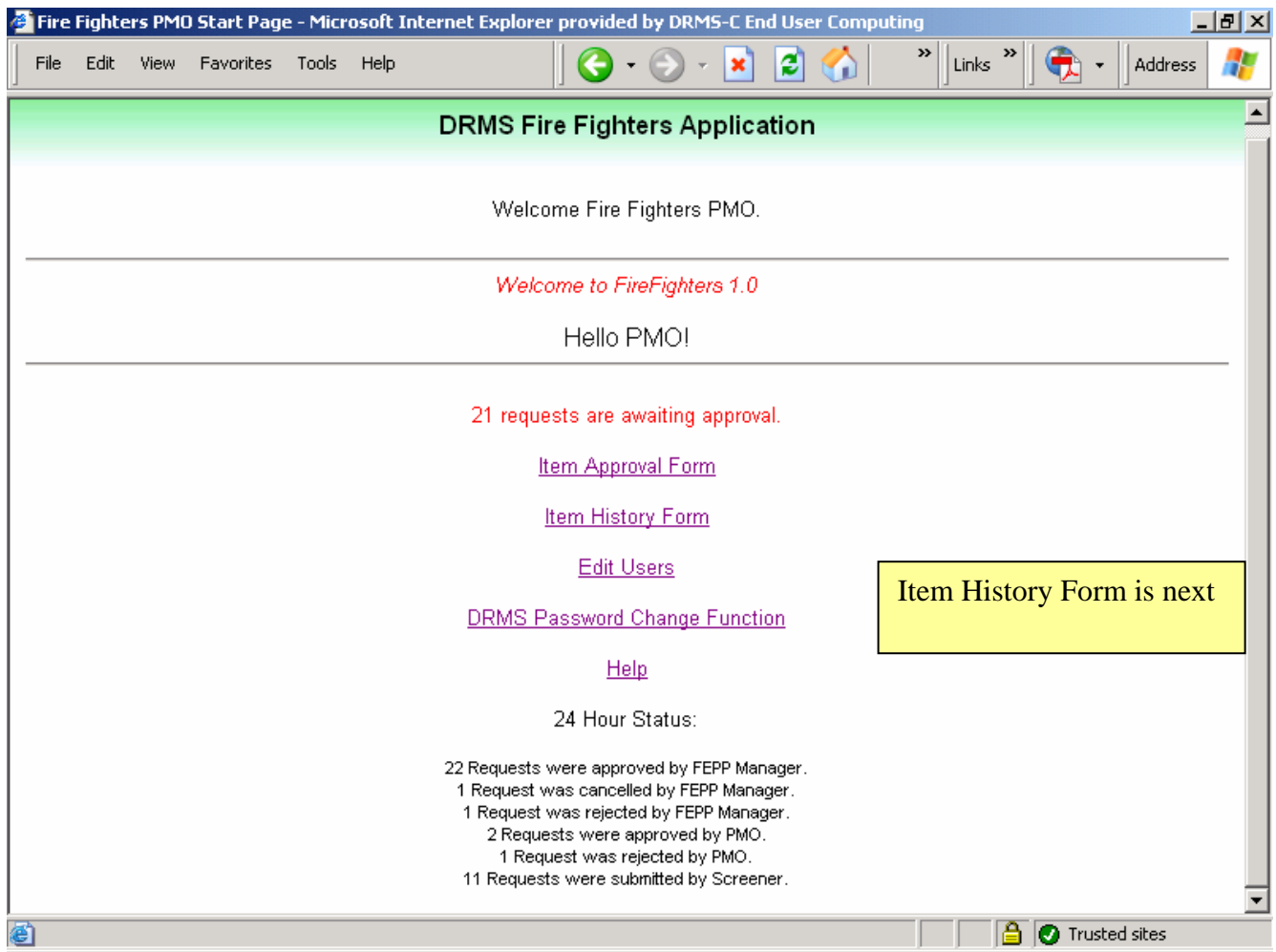**Step 3a Continued – After hitting the Submit button a message will appear as such:**

1 item was updated.
1 approval 0 rejections 0 assignments
Testing using Screener Id = 0

The PMO Main Menu:
The PMO can see the immediate deduction of 22 to 21 requests awaiting approval.

Fire Fighters PMO Start Page - Microsoft Internet Explorer provided by DRMS-C End User Computing

File   Edit   View   Favorites   Tools   Help   » Links »   Address

DRMS Fire Fighters Application

Welcome Fire Fighters PMO.

Welcome to FireFighters 1.0

Hello PMO!

21 requests are awaiting approval.

Item Approval Form

Item History Form

Edit Users

DRMS Password Change Function

Help

Item History Form is next

24 Hour Status:

22 Requests were approved by FEPP Manager.
1 Request was cancelled by FEPP Manager.
1 Request was rejected by FEPP Manager.
2 Requests were approved by PMO.
1 Request was rejected by PMO.
11 Requests were submitted by Screener.

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STEP 4. ITEM HISTORY FORM

- o The Application provides feedback on requisitions
    - i. Approval and rejects
    - ii. Day after requisition is submitted
- o Reports are by Region and National

THE PMO MAY QUERY HISTORY BY DATE, DTID, NSN, AND/OR BY STATE.

THE PMO MAY SEE FEPP ACTIONS, AS WELL AS, PMO RELATED TOPICS.

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STEP 4a Continued. EXAMPLES – Walk-in request approved by PMO.

File   Edit   View   Favorites   Tools   Help   Links   Address

Fire Fighters History

Results for Starting date = 03/01/06 and Ending date = 03/17/06 and Last Item Action = "Walk-in request approved by PMO."

1 item found.

Sequence	State	Screener Id	Product Name	DTID	Quantity	Trans Date	DRMO Name	Action	User Id	Comments
222	MI	0	CPU	FU622260050000	1	03/15/2006 13:55:50	SELFRIDGE	Walk-in request submitted by FEPP Manager.	YF0000	Walkin request inserted for DTID:FU622260050000
					1	03/15/2006 13:55:50		Walk-in request submitted by FEPP Manager.	YF0000	Walkin request inserted for DTID:FU622260050000
					1	03/15/2006 14:03:40		Request assigned for PMO approval.		Assigned to TUSER by TUSER
					1	03/17/2006 11:38:49		Request deassigned for PMO approval..		Deassigned by S9D4021
					1	03/17/2006 11:41:03		Request assigned for PMO approval.		Assigned to S9D4021 by S9D4021
					1	03/17/2006 11:43:03		Request deassigned for PMO approval..		Deassigned by S9D4021
					1	03/17/2006 11:44:42		Request assigned for		Assigned to S9D4021 by S9D4021

Done   Trusted sites

EXAMPLE: Request Deleted by Screener

File   Edit   View   Favorites   Tools   Help   Links   Address

Fire Fighters History

Results for Last Item Action = "Request deleted by Screener."

1 item found.

Sequence	State	Screener Id	Product Name	DTID	Quantity	Trans Date	DRMO Name	Action	User Id	Comments
141	MI	130	BATTERY,STORAGE	N001646059PH11	1	03/14/2006 12:43:31	CRANE	Request submitted by Screener.	YF0130	need battery storage for equipment
					0	03/15/2006 13:27:41		Request deleted by Screener.		removing request. the other battery storage unit we asked for will be sufficient.

Back to History Page   Back to Start Page

Done   Trusted sites

STEP 4b – EDIT USERS (PMO FUNCTION)

The PMO has the ability to view and edit User Information.
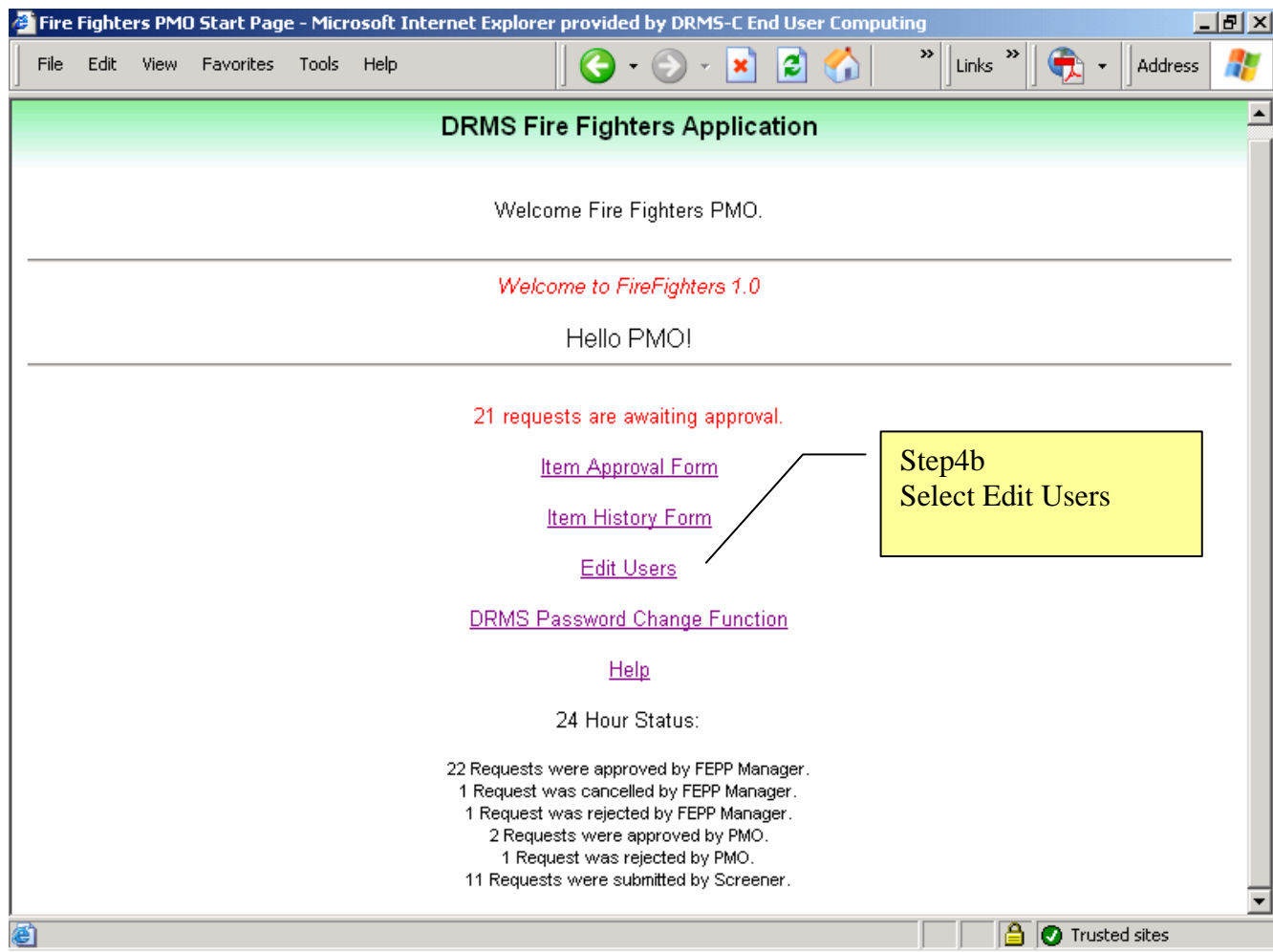
STEP 4b Continued

This screen allows the PMO to view all Firefighter Program Application Screeners and FEPP Managers within their Region.

The PMO may Edit or Delete Users Information.

STEP 4b Continued

The PMO can update: Title, Organization, Address, telephone numbers, email address, and more.

STEP 5 FOR PMO

BOTH THE PMO AND FEPP MANAGER MAY SUBMIT PASSWORD CHANGE WHICH IS THE LAST OPTION ON THE PMO AND FEPP MAIN MENUS.

SECTION IV - OTHER INFORMATION:

1. MILSTRIPs

    Priority Code = 15 (Set as Default)

    DEMIL REQUIRED ISSUES to FIREFIGHTER PROGRAM CUSTOMERS

- o For DEMIL C, D, and F required property, a statement will automatically appear on the DD Form 1348-1A **"THIS ITEM IS DEMIL REQUIRED AND WILL BE RETURNED TO THE NEAREST DRMO WHEN NO LONGER REQUIRED BY THE DOD FIRE FIGHTER PROGRAM."**

- o The Firefighter Program customers are not charged financially by DRMS/DRMO for the receipt of returned DEMIL required items; however, they are responsible for transportation costs associated with the returns.

2. DRMO PERSONNEL PROCESSING FIRE FIGHTER PROGRAM MILSTRIPS:
1. ELECTRONIC – will be similar to LESO MILSTRIPs and will appear on the DAISY Reports
2. WALK-INS – the Firefighter Program customer may use the DRMO RTD Customer computer to put in his/her request during a visit to the DRMO. Note: Walk-in customers will have Letter of Authorization from Regional Office.
   a. The Customer will submit the request as outlined on Page 20 of this guide.
   b. Once the PMO approves the request, the MILSTRIP will appear on the DRMS Intranet; Reports/Statistics; and RTD
   c. DRMO employees are to Printout the DD Form 1348-1A; verify information; make necessary copies; and issue the property to the customer

The Firefighter Program Walk-in requests will be in a PDF file and placed under R/T/D.